

PAYROLL ACCUMULATORS REPORT (PR-MUNIS-3)

JULY 2000

VERSION (3.0)

PAYROLL ACCUMULATORS REPORT

DESCRIPTION

The *Payroll Accumulators Report* is a customizable report of employee accumulator records for selected deductions and pay types by month, quarter, year, or fiscal year. The report can be run by selecting employees in the current employee files as well as the terminated files.

The following columns can be included on the report:

- Hours worked
- Employer amount
- Employee subtotal
- Org subtotal
- Employee amount
- Gross amount
- Location subtotal

The report can be printed in Detail (showing individual totals for each employee accumulator) or Totals only (total accumulators for all employees) format.

PRINTING THE PAYROLL ACCUMULATORS REPORT

To Print the Payroll Accumulators Report, Select:

B) PAYROLL & PERSONNEL

B) Employee Maintenance & Reports

J) Accumulators Report

The following screen is displayed:

<u>S</u> ession	<u>E</u> dit	<u>C</u> ommands	<u>S</u> ettings	<u>H</u> elp
ACCUMULATORS REPORT				
Action: Find Next Prev Browse Rpt-Options Output Exit				
Query the current database table.				
Emp #	[]	Last	[]	First []
SSN	[]			
Year			[]	
Earning/Deduction Code			[]	
Frequency			[]	
Cycle (Month, Qtr #)			[]	
Hours			[]	
Employee Amount			[]	
Employer Amount			[]	
Employee Gross			[]	

1. Select **Rpt-Options** from the Ring Menu.

The following screen is displayed:

<u>S</u> ession	<u>E</u> dit	<u>C</u> ommands	<u>S</u> ettings	<u>H</u> elp
ACCUMULATORS REPORT				
Action:	Find	Next	Prev	Browse
				Rpt-Options
				Output
				Exit
Action: Define Exit Define report output options.				
Print Hours Worked	[Y]	Sort Option	[1]	1 Employee #
Print Employee Amt	[Y]			2 Employee Name
Print Employer Amt	[Y]			3 SSN
Print Gross Amt	[Y]			4 Loc/Org/Emp #
Print Employee Liq	[Y]			5 Loc/Org/Name
Print Employer Liq	[Y]			
Subtotal By Employee	[N]	Subtotal By Loc	[N]	
Print Years Descending	[Y]	Page Break By Loc	[N]	
Include Terminated	[N]	Subtotal By Org	[N]	
		Page Break By Org	[N]	
		Totals Only	[N]	

2. Select **Define** from the Ring Menu.
3. Enter the desired report options:

Field Name	Description
Print Hours Worked	Select whether to print the hours worked column.
Print Employee Amt	Select whether to print the employee amount column.
Print Employer Amt	Select whether to print the employer amount column.
Print Gross Amt	Select whether to print the gross amount column.
Print Employee Liq	Select whether to print the employee liquidation amount column.
Print Employer Liq	Select whether to print the employer liquidation amount column.
Subtotal By Employee	Select whether to subtotal by employee. Select No if multiple frequencies are being printed.
Print Years Descending	Select whether to print in descending year order.
Include Terminated	Select whether to print both terminated and active employees (Y) or only active (N). (New feature)
Sort Option	Enter the sort sequence code from the onscreen list.
Subtotal By Loc	Select whether to print Location subtotals.
Page Break By Loc	Accessible only if Yes was entered in Subtotal By Loc .

Field Name	Description
	Select whether to insert a page break when the Location changes.
Subtotal By Org	Select whether to print Org subtotals.
Page Break By Org	Accessible only if Yes was entered in Subtotal By Org . Select whether to insert a page break when the Org changes.
Totals Only	Select whether to print employee detail or totals only.

- Press **ESC** to save the report option definition.
- Select **Exit** from the Ring Menu to return to the first screen.
- Select **Find** from the Ring Menu.

The report can be generated based on any of the following criteria:

Field Name	Description	
Emp#, Last Name, First Name, SSN	Employee identification information.	
Year	Four-digit fiscal year.	
Earning/Deduction Code	Single or multiple pay or deduction types (e.g., 7010, 200..299, etc.). NOTE: <i>Enter 0 for the total gross accumulator.</i>	
Frequency	Determines which accumulators are selected: Monthly , Quarterly , Yearly , Fiscal Year , Inception (not used), or Other (not used).	
Cycle	Cycle number within the Frequency.	
	Frequency	Cycle
	Monthly	1 - 12
	Quarterly	1 - 4
	Yearly	00
Fiscal year	00	
Hours	Number of hours worked for the Earning/Deduction Code entered.	
Employee Amount	Employee deduction share for the Deduction Code entered.	
Employer Amount	Employer deduction share for the Deduction Code entered.	
Employee Gross	Gross pay for Frequency entered.	

- Press **ESC** to select the records.

8. Select **Output** and **Display, Spool or Print** the report.

NOTE: *There may be a delay while the records are processed, especially if no criteria was selected for the Find.*

A sample Payroll Accumulators Report is attached.

01/16/1999
PAGE 1
13:32:36
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YOUR DISTRICT

EMPLOYEE ACCUMULATOR LIST

EMPLOYER EMP #	EMPLOYEE NAME	DED/ PAY	DESC	MTH Q	YEAR F	HOURS	EMPLOYEE AMOUNT
AMOUNT	GROSS						
1155	ALLEN, ANN	7010	CERS		1999 F	41.00	62.55
111.85	1,251.25						
1157	AMES, BILL				1999 F	25.00	106.10
189.75	2,122.30						
1159	BLACK, CATHY				1999 F	32.00	62.55
111.85	1,251.25						
1160	BROWN, DAVID				1999 F	40.00	96.25
172.10	1,925.30						
1163	CARTER, ELLEN				1999 F	40.00	71.28
127.44	1,425.58						
1165	COOPER, FRED				1999 F	31.00	177.15
316.75	3,543.30						
1166	DAVIDS, GRACE				1999 F	10.00	62.55
111.85	1,251.25						
1167	DODGE, HENRY				1999 F	50.00	69.93
125.07	1,398.90						
1168	EASTMAN, IDA				1999 F	25.00	62.55
111.85	1,251.25						
1169	EDWARDS, JAMES				1999 F	16.00	123.36
220.56	2,466.96						
1171	FARMER, KEN				1999 F	22.00	98.75
176.55	1,974.80						
1172	FRENCH, LINDA				1999 F	15.00	114.48
204.66	2,289.00						
1173	GERMAN, MATTHEW				1999 F	51.00	159.90
285.85	3,197.50						
1175	GREEN, NELL				1999 F	10.00	73.12
130.74	1,462.42						

1176	HAND, OTIS	1999 F	13.00	111.04
198.54	2,220.82			
1177	HARRIS, PAULA	1999 F	44.00	80.15
143.30	1,603.10			

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1193	TANNER, LYNN	1999	F	1.50	110.72
197.95	2,214.11				
1194	TAYLOR, MARK	1999	F	11.00	148.70
265.90	2,974.15				
1195	VICTOR, NANCY	1999	F	23.00	143.76
257.04	2,874.96				
1197	WEST, OWEN	1999	F	13.00	91.05
162.80	1,821.00				
1198	WHITE, PAGE	1999	F	44.00	118.50
211.86	2,369.70				
1201	WILLIAMS, QUENTIN	1999	F	50.00	133.56
238.86	2,671.50				
1202	YOUNG, RACHEL	1999	F	27.00	125.76
224.88	2,515.50				
1203	ZIMMERMAN, SAM	1999	F	33.00	62.55
111.85	1,251.25				

* * END OF REPORT * *